

**Governor's Office of Faith-Based and Community Initiatives
2011-2012 AmeriCorps State Competitive and Formula
New, Re-Competing and Continuation Applications**



**AmeriCorps State Competitive and Formula
Additional Application Requirements**

I. Intent to Apply

A. New Competitive Applicants

Intent to Apply due in hard copy to GFBCI Office **November 1, 2011, 5:00 p.m.** CST (ATTN: Jon Mason, Director). Include (1) name and contact information of organization, (2) approximate number of MSY, and (3) a brief paragraph explaining program.

B. New AND Continuation Formula Applicants

Intent to Apply due in hard copy to GFBCI Office **January 6, 2012, 5:00 p.m.** CST (ATTN: Jon Mason, Director). Include (1) name and contact information of organization, (2) approximate number of MSY, and (3) a brief paragraph explaining program.

For Continuation Formula Applicants Only: Include a brief paragraph summarizing major changes to grant.

II. Trainings

A. AmeriCorps State Sub-Grantee Program Staff - Professional Development and Training

Program Directors are required to attend quarterly meetings, retreats, trainings and other Corporation for National and Community Service (CNCS) and Governor's Office of Faith-Based and Community Initiatives (GFBCI) sponsored events unless previously excused by the GFBCI Director.

B. AmeriCorps State Member Participation in CNCS and GFBCI Sponsored Events including National Days of Service

All currently enrolled members are required to attend GFBCI sponsored events. This includes but is not limited to opening and closing ceremonies and state-wide training sessions.

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Members must also be involved in National Days of Service including but not limited to planning of service projects, volunteer recruitment and management, implementation and follow up. During their year as an AmeriCorps member, a member must place a primary focus on their commitment to service.

III. Other Training *(the following items need to be included in your budget)*

Include a \$250 line item in your 2011-2012 application budget to cover Reasonable Accommodations. You can enter it as one of the Other Program Operating Costs line items. If you have not used it by February, 2012, you may submit a budget revision to move it somewhere else in your budget if needed.

Include an additional \$1,500 line item in your 2011-2012 application budget to cover travel for In-State meetings and events. Enter it as a Staff Travel line item.

Community Emergency Response Team Training PY2011-12:

Annually, AmeriCorps State programs are required to train 25% of their AmeriCorps members in Community Emergency Response Team (CERT) training. The Community Emergency Response Team (CERT) Program educates people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations. Using their training, CERT members can assist others in their neighborhood or workplace following an event and can take a more active role in preparing their community. The program is administered by United States Department of Homeland Security.

This training can be coordinated through the local Emergency Management Agency offices or the GFBCI can provide assistance with coordination of training. A second year member who was trained in the prior year cannot count towards the 25% of trained members for the current year.

The Governor's Office of Faith-Based & Community Initiatives desires the availability of AmeriCorps members to be assigned to provide assistance in disaster preparedness, response, recovery, and/or mitigation activities. As part of its commitment to community service, each individual program would agree to train its members and staff to assist in disaster preparedness, response, recovery and mitigation activities.

If CERT training poses a hardship on the program, a waiver can be requested in writing to the GFBCI.

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IV. Additional Documents to Accompany the Grant Application

Competitive AND Competitive Fixed-Amount Application documents with the hard copy of the grant application must be received by the GFBCI no later than November 18, 2011, 5:00 p.m. CST.

Formula AND Formula Fixed-Amount Application documents with the hard copy of the grant application must be received by the GFBCI no later than March 1, 2012, 5:00 p.m. CST.

- A. Audit:** Applicant must submit the most current copy of their A-133 audit at the time of application submission. If the applicant does not meet the threshold for an A-133 audit, the most current audited financial statement must be submitted.
- B. Member Recruitment, Training and Retention Plan:** Not to exceed 3 double spaced pages, 12 point font. Applicant must clearly describe the program's plan to recruit members, provide pre-service and ongoing training opportunities and manage retention of the AmeriCorps members. The Corporation for National and Community Service has set a goal of 90% retention for AmeriCorps programs.
- C. Sustainability Plan:** Not to exceed 2 double spaced pages, 12 point font. Applicant must clearly describe the program's plan to increase local resources to meet match requirements over time and also discuss current ability to support the program if there were to be a temporary suspension of federal funds.

Matching Requirements: A successful applicant is required to match at 24 percent for the first three-year funding period. Starting with the second three-year cycle, match gradually increases every year to 50 percent by year ten as detailed in the Matching Requirements table below. Fixed-Amount Grants and Education Award Programs are not affected by the match requirement.

Matching Requirements

| Year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Minimum Overall Share | 24% | 24% | 24% | 26% | 30% | 34% | 38% | 42% | 46% | 50% |

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IV. Performance Measures

Performance Measures: Competitive and Formula applicants must include performance measures in the initial application. Competitive AND Competitive Fixed-Amount applications are due November 18, 2011 and Formula AND Formula Fixed-Amount applications are due March 1, 2012.